

Third Party Damages Assessment Report

1. Report Information

Date of Report

Report Reference Number

2. Incident Details

Date of Incident

Location of Incident

Description of Incident

3. Third Party Details

Name

Contact Information

Address

4. Damages Description

Summary of Damages

Extent of Damage

Supporting Evidence/Photos

5. Damage Assessment

Item	Description	Estimated Cost
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Item	Description	Estimated Cost
e.g. Window	Cracked glass	\$

Total Estimated Cost

6. Recommendations

Recommended Actions

7. Assessor Details

Name

Position

Contact Information

Assessor Signature

Date